

27 May 1957

MEMORANDUM FOR: Chairman, Intelligence Advisory Committee

FROM : Chairman, IAC Ad-Hoc Sub-Committee on Information Processing

SUBJECT : Second Annual Report, dated 27 May 1957

1. The IAC Ad-Hoc Sub-Committee on Information Processing hereby submits its Second Annual Report for information and approval.

2. The Sub-Committee has had an active and productive year with 50 meetings having been held by the Sub-Committee and its working groups.

3. The problems of information processing such as, numbering systems, codes, forms, reproduction, etc., present a challenging area within the IAC because of the vast amount of materials involved. For instance, the Agency last year received 2,239,000 copies of Non-CIA cables and airgrams.

4. As shown in the enclosed report, we are making progress in increasing the efficiency and economy of information processing within the IAC agencies.

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Enclosure

As stated above.

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IAC AD-HOC SUB-COMMITTEE ON INFORMATION PROCESSING  
SECOND ANNUAL REPORT

I. Authority

The IAC Ad-Hoc Sub-Committee on Information Processing was established pursuant to IAC action of 19 May 1955 to coordinate the development and implementation of compatible systems for documentation and processing of information within the intelligence community. The Committee is composed of representatives of the IAC agencies and invites other interested agencies to participate in matters which concern them. Chairmanship is provided by CIA. The AHIP Committee met 14 times and its Working Groups met 36 times during the twelve months.

II. Accomplishments

A. Working Groups:

The major portion of the Committee's mission was pursued through AHIP Working Groups established to investigate and recommend action on specifically identified problems. Seven Working Groups were in existence during 1956-1957. Two carried over from the first year, namely those investigating

Common Intelligence Report Format

Equipment Research.

A Working Group on "Reproduction Needs of Advanced Equipment for Information Storage and Retrieval" was established, completed its assignment and was dissolved before the end of the year.

Three new Working Groups and one Standing Group were established during the year and were beginning or continuing their investigations as of this date, namely:

Working Groups:	Document Security Indications Area Classification Coding Union List of Intelligence Serial Publications
Standing Group:	Inter-Agency Document Loan Services

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Common Intelligence Report Format; Chairman, [ ] CIA.

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The Chairman announced in March the standardization within CIA of a common information report format. The prospects for IAC-wide standardization of document format, however, remain poor. The member agencies are committed through long usage to individualistic formats, index files and storage equipment representing substantial financial and other investments. Achievement of common practice will come, it now appears, through slow evolution or through the development and general adoption of a single superior system of perhaps electronic indexing and storage.

Equipment Research; Chairman, [ ] CIA.

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During the year, the Chairman arranged for inter-agency briefings and/or equipment demonstration including:

Minicard.

Magnavox plans for a magnacard (film, magnetic tape) document storage and retrieval system.

Magnavox development of an automatic disseminator.

Actifilm - roll film to film card printer.

Closed circuit TV film scanning equipment.

Developmental film to paper printing equipment.

Plus briefer reporting on visits to development laboratories throughout the country.

Reproduction Needs of Advanced Equipment for Information Storage and Retrieval; Chairman, [ ] NSA.

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AHIP records of 11 January 1957 reported, in part, the following: "In order to handle intelligence reference data by Minicard and other machines and equipment of advanced design, the member Agencies of the Intelligence Advisory Committee are agreed among themselves that each of them may perform reproduction for themselves, or for each other, of foreign intelligence and intelligence information, originally issued by any of them, provided that in every case the document was originally given general distribution to all IAC member agencies, or originally was placed on a reading panel for all IAC member agencies to select from if they chose so to do."

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Document Security Indications; Chairman, [ ] CIA.

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Eight recommendations relating to size, color, location and method of application of security indications have been developed by the Working Group and are now receiving final internal coordination by the member agencies.

Area Classification Coding; Chairman, [ ] CIA.

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In recognition of prospective Minicard requirements and of various limitations in the Intellofax classification of pin-point areas and of political blocs with shifting membership, this Working Group was established to conduct an inventory of area coding systems and to develop a new area code for IAC document indexing purposes. The Group has met sixteen times prior to the present date and is now nearing completion of a comprehensive area scheme.

Union List of Intelligence Serial Publications; Chairman, [ ] CIA.

This Group has completed and placed in the hands of an editor a draft publication listing all U.S. intelligence periodical publications and series published by IAC agencies in the Washington area. The compilation will be useful to analysts, librarians and dissemination personnel in the identification and control of these categories of intelligence literature.

Inter-Agency Document Loan Services; Chairman, [ ] CIA.

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This Working Group was established at the April meeting of AHIP to promote common procedures in inter-agency library document traffic. A principal benefit anticipated from this AHIP action is the pooling of specialized knowledge on procedures for identification, and control of the many hundreds of varieties of intelligence and open literature publications handled in IAC libraries.

### III. Miscellaneous Activities

- a. In keeping with the Committee's responsibilities for publicizing existing systems, three meetings were devoted to tours of CIA's Biographic and Industrial Registers and to a briefing on the film-punched card library system recently established in the Signal Corps Intelligence Agency.

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b. Adaptation and use of CIA's Intelligence Subject Code (ISC):

1. SHAPE Headquarters, Paris, decided in the late summer of 1956 on the adoption of the ISC for its document subject control purposes and in October [redacted] of CIA and Major John Sidenberg of AFOIN flew to Paris to assist in the initial arrangements for its use.

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2. Army intelligence completed a draft revision of the 200 Section which is currently under review by the Chief of CIA's Analysis Branch.

3. ONI is completing the final draft of the 300 Section, now enlarged to include Marine Corps requirements.

4. AFOIN has substantially completed the staffing and training of coding of Air documents for Minicard. [redacted] of CIA has been detailed to AFOIN approximately half-time over the past twelve months to advise on the above program.

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c. CIA renewed for 1957 its contract on behalf of AHIP with the Center for Documentation and Communication Research at Western Reserve University, Cleveland, Ohio. A number of IAC personnel attended the Center's Symposium on Systems for Information Retrieval held in Cleveland, 15-17 April 1957 which included lectures and demonstrations of a variety of large and small scale document control systems.

d. The Army intelligence representative briefed the Committee on various occasions concerning a projected RCA contract for a survey of Army intelligence systems.

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[redacted]  
Chairman